

**LSU SHREVEPORT**  
**REC SPORTS / STUDENT ACTIVITIES / UNIVERSITY CENTER**

**STUDENT EMPLOYEE APPLICATION**

PLEASE PRINT/TYPE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
                    LAST                    FIRST                    MI

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

LSUS EMAIL: \_\_\_\_\_

MAJOR: \_\_\_\_\_ GPA: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_

# OF CREDITS THIS SEMESTER: \_\_\_\_\_ EXPECTED GRADUATION DATE: \_\_\_\_\_

NUMBER OF HOURS PER WEEK YOU ARE SEEKING (20 MAX): \_\_\_\_\_

HAVE YOU PREVIOUSLY WORKED FOR LSUS AS A STUDENT EMPLOYEE? \_\_\_\_\_

IF SO, WHICH DEPARTMENT? \_\_\_\_\_

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

DO YOU QUALIFY FOR WORK STUDY? \_\_\_\_\_

EXPERIENCE/PREVIOUS EMPLOYMENT [IF ANY]:

1. DATE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
RESPONSIBILITIES: \_\_\_\_\_

2. DATE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
RESPONSIBILITIES: \_\_\_\_\_

3. DATE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
RESPONSIBILITIES: \_\_\_\_\_

INTERESTS and HOBBIES:

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |

EXTRACURRICULAR ACTIVITIES:

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |

REFERENCES:

NAME

TELEPHONE

POSITION

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

DESIRED POSITION:

**1. Recreational Sports**

- \_\_\_\_\_ Fitness Instructor
- \_\_\_\_\_ Game Room Attendant
- \_\_\_\_\_ Intramural Official
- \_\_\_\_\_ Office Assistant
- \_\_\_\_\_ Wellness Education Assistant
- \_\_\_\_\_ Fitness/Wellness Grad Student
- \_\_\_\_\_ Recreation/Intramurals Grad Student

**2. Student Activities**

- \_\_\_\_\_ Student Activities Student Worker
- \_\_\_\_\_ Student Activities Grad Student

**3. University Center**

- \_\_\_\_\_ UC Office Front Desk Student Worker
- \_\_\_\_\_ A/V Tech
- \_\_\_\_\_ Building Manager

Please list any additional leadership experience related to this position:

\_\_\_\_\_

\_\_\_\_\_

Why would you like to work for LSUS Recreational Sports, Student Activities or the University Center?

\_\_\_\_\_

\_\_\_\_\_

What are your strengths or special skills related to the position for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL INFORMATION: If you have additional information you would like to share, please attach your Resume.

**\*Please complete the attached schedule form and/or include a compass schedule printout.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Thank you for your interest in employment opportunities with LSUS Recreational Sports, Student Activities or the University Center.

**University Center Office  
One University Place  
Shreveport, La 71115**

**Telephone: 318-797-5393  
Fax: 318-798-4103**

**SCHEDULE: IF YOU KNOW YOUR SCHEDULE, PLEASE INDICATE THE HOURS YOU WILL BE AVAILABLE TO WORK.**

<b>DAY</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>
<b>MONDAY</b>					
<b>TUESDAY</b>					
<b>WEDNESDAY</b>					
<b>THURSDAY</b>					
<b>FRIDAY</b>					
<b>SATURDAY</b>					
<b>SUNDAY</b>					

Please complete and return to the University Center Office.

**LSU SHREVEPORT**  
**RECREATIONAL SPORTS / STUDENT ACTIVITIES / UNIVERSITY CENTER**

**JOB DESCRIPTIONS**

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**Recreational Sports**

**Fitness Instructor** - The Fitness Instructor promotes wellness and self-pride through healthy exercise. The fitness instructor leads and coordinates individual or group fitness/physical training sessions for a specified health and fitness program. The Fitness Instructor will work under the supervision of the Director of Recreational Sports.

**Game Room Attendant** - The Game Room Attendant provides professional, friendly service to customers in the UC Game Room. Game Room Attendants are also responsible for cleaning the tables each week, checking in and out the equipment and enforcing the Game Room rules. The Game Room Attendants work under the supervision of the Director of Recreational Sports.

**Intramural Official** - The Intramural Official referees Intramural Team Sports including, but not limited to flag football, basketball, volleyball, soccer, and softball. The official works under the supervision of the Intramural Supervisor along with the Director of Recreational Sports. The official can also serve as scorekeeper through operating the front check-in table and keeping the scorebook at all intramural team sport. Attendance is required at all officials meetings, trainings and evaluation sessions. The official must go through training and pass exams to be able to officiate games.

**Office Assistant** - The Office Assistant works with the Director of Recreational Sports in hanging posters, typing up sign-in sheets, working the Rec Sports table during common hour, making copies, assisting with special events and doing other miscellaneous tasks assigned by the Director of Recreational Sports. The Office Assistant must be able to work during Common Hour.

**Wellness Education Assistant** - The Wellness Education Assistant contributes in developing wellness publications and education materials, assisting in the Health & Wellness Fair and developing wellness education opportunities for faculty, staff and students.

**Fitness/Wellness Graduate Student** - The Recreational Sports Fitness/Wellness Graduate Student will assist the Director of Recreational Sports in planning, implementing and evaluating various events and programs such as the Biggest Loser Weight Loss Challenge, the Health & Wellness Fair, Rec Sports Group Exercise Classes and the Homecoming 5K. The Fitness/Wellness Graduate Student must have thorough knowledge of exercise science and current trends in the field of health and wellness.

**Recreation/Intramurals Graduate Student** – The Recreation/Intramurals Graduate Student will assist the Director of Recreational Sports in planning, implementing and evaluating all intramural and recreational events including, but not limited to flag football, basketball, volleyball, soccer, softball, frisbee-golf, dodgeball, passive recreation and outdoor recreation. Attendance at all officials and captain’s meetings is required.

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**Student Activities**

**Student Activities Student Worker** – The Student Activities student worker will assist the Director of Student Activities in a variety of ways, such as drafting contracts, planning and implementing various events across campus, creating and updating various Student Activities forms, working on leadership program proposals and other duties as assigned.

**Student Activities Graduate Student** -The Student Activities Graduate Assistant will assist the Director of Student Activities in providing support and advice to the LSUS Student Activities Board (SAB), the campus wide programming board as well working with the Greek life at LSUS, the Community Service Initiative and leadership development program of the Student Activities program.

## University Center

**UC Office Front Desk Student Worker** - The UC Office Student Worker assists in the day-to-day activities and organization of the University Center Office. Responsibilities include but are not limited to answering phones, filing, collecting mail, faxing, copying, distributing forms to student organizations and greeting. Other duties may include helping professional staff with large-scale events, aiding the Director of Student Activities on a variety of tasks, working with the professional staff to publicize events, work events, help with programming and supporting a variety of student organizations.

**A/V Tech** - The A/V Tech works a broad variety of activities and programs scheduled in the University Center each day. Special needs for sound and lighting necessitate two technicians in the operation of the University Center sound systems and the University Center Theater sound and lighting systems. Specific responsibilities include, but are not limited to communicating with the Director of UC Operations and Program Services regarding the physical set-up of sound and lighting needs for each scheduled event and to develop a thorough knowledge and competency in the operation of all University Center sound and lighting equipment, to demonstrate a professional, service-oriented attitude and an exceptional ability to work effectively with all patrons of the University Center in meeting their technical needs.

**Building Manager** - Building Managers work with the Director of the UC Operations and Program Services to manage the University Center and to provide a professional interface between customers and the University Center after regular office hours. Building managers are responsible for helping customers with A/V equipment and other needs during their events. The Building Manager maintains cleanliness of the building during and after events and locks up the building at closing.